

DEPARTMENT OF STATE

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RULES

DETERMINING THE STYLE TO BE FOLLOWED IN THE  
PREPARATION OF CORRESPONDENCE





Class JX 1677

Book 45

98









*Presented to the President of the  
Department of State  
by the Secretary of State  
Washington, D.C. January 24, 1913*

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U.S. DEPARTMENT OF STATE.

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## RULES

DETERMINING THE STYLE TO BE FOLLOWED IN THE  
PREPARATION OF CORRESPONDENCE.

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DEPARTMENT OF STATE,

WASHINGTON,

July 12, 1918.

ORDER.

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To insure the maintenance of a uniform style in papers emanating from the Department, the rules set forth in the accompanying pages will be observed in the preparation of correspondence.

This Form Book shall be placed at the disposal of every correspondence clerk and typist for convenient reference and additional sheets and copies of Departmental Orders added from time to time to keep the Form Book up to date.

ROBERT LANSING.



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# FORM BOOK

DEPARTMENT OF STATE.

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## SECTION I.

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### RULES FOR THE PREPARATION OF CORRESPONDENCE.

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## CORRESPONDENCE.

The correspondence of the Department of State is designated under the following classes:

NOTES.—Correspondence between the Secretary of State and the diplomatic representatives of foreign Governments in Washington.

DESPATCHES.—Communications to the Department of State from American diplomatic and consular officers abroad.

INSTRUCTIONS.—Communications from the Department of State to the American diplomatic and consular officers abroad.

MISCELLANEOUS MAIL.—Communications to and from the Department of State with Government officers or private persons.

MEMORANDUMS AND NOTES VERBALE.—Unsigned communications to and from diplomatic missions in Washington.

THIRD PERSON LETTERS.—Communications in the third person, unsigned.

## PAPER.

The styles of paper to be used are as follows:

NOTES; ALSO FORMAL COMMUNICATIONS TO THE PRESIDENT.—Cap size, long, double sheets. Triple space type, when length of note permits. See specimen forms, page 22 et seq.

INFORMAL NOTES.—Letter size, double sheets. Triple space, when length of note permits. See specimen forms pages 24 and 28.

INSTRUCTIONS.—Cap size, single sheets, official blue seal paper. Double space. See page 44 et seq.

MISCELLANEOUS LETTERS AND THIRD PERSON LETTERS.—Letter size, single sheets. See specimen forms page 62 et seq.

MEMORANDUMS, NOTES VERBALE, ETC.—Cap size, double sheets. See specimen forms, page 36 et seq.

INFORMAL OR SPECIAL LETTERS.—Letter size, single sheet or small double sheet note paper, as preferred. Specimen, p. 66.

## MARGINS.

MARGINS.—One and a half inches on left; one inch on right. Keep margins neat and even.

## DATE.

Place the date near the right-hand margin, one space below the official head line, writing name of month in full, the cardinal number of the day and year.

EXCEPTIONS.—The date line is placed at the foot, left-hand margins in Memorandums, Reports to the President, Third Person Notes, et cetera, as:

Department of State,

Washington, January 15, 1918.

*Every paper of record should bear a date.*

## ADDRESSES AND TITLES.

Addresses should be written in capitals and lower-case letters, with the name of the addressee on the first line, preceded or followed by the appropriate title of respect or courtesy; the street number should be written on the second line, indented to the fifth space, the city and State following on a third line, indented to the tenth space from the margin as:

Mr. William Richardson,

2961 Chestnut Street,

Philadelphia, Pennsylvania.



Should an address contain a descriptive title or be unusually lengthy, effort should be made to write it so as to please the eye, As:

Mrs. Alexander Stuart Thurston, President,  
The Women's Foreign Educational Association,  
4 Milk Street, Boston, Massachusetts.

The title "The Honorable" should be used in addressing:

Governors.  
Cabinet Officers.  
Senators.  
Members of Congress.  
American Ambassadors.  
American Ministers.  
The Secretary to the President and Assistant Secretaries of Executive Departments.  
Judges.  
The heads of independent Boards or Commissions.

The title "Esquire" should be used after the names of:

Chief Clerks and Chiefs of Bureaus of the Executive Departments.  
Commissioners of the District of Columbia.  
Mayors of cities.  
American diplomatic officers below the grade of Minister.  
American consular officers.  
The Clerk of the Supreme Court of the United States.  
Officers of other courts.

The definite article should precede the titles "Honorable" and "Reverend."

Professional abbreviations as M. D., LL. D., D. D., follow the name of the person addressed and *no title* is prefixed, i. e., George Smith, M. D.

In addressing distinguished foreigners, the correct formal style and title should be ascertained. For Great Britain, Whitaker's Peerage, page 103 et seq., Whitaker's Almanac, Foreign Office List, or Colonial Office List may be consulted.

The Almanach de Gotha may be consulted for titles of Kings, foreign nobility, members of foreign diplomatic corps, and personnel of foreign Governments.

The monthly Diplomatic List, the State Department Register and the Congressional Directory may be consulted for correct names and addresses of members of the diplomatic corps at Washington and American officials.

In the absence of other proper title of honor or courtesy, correspondents should be addressed as "Mr.", "Mrs.", or "Miss."

The following are examples of correct form:

His Excellency  
Sir Cecil Arthur Spring Rice,  
Ambassador of Great Britain.

Mr. Constantin Brun,  
Minister of Denmark.

Mr. N. H. Lahovary,  
Chargé d'Affaires ad interim of Roumania.

The Honorable \*  
Walter Hines Page,  
American Ambassador,  
London.

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\* When in the United States, thus:

The Honorable Walter Hines Page,  
American Ambassador to Great Britain.  
Now at New York City.





The Honorable  
Hoffman Philip,  
American Minister,  
Bogotá.

Sydney Smith, Esquire,  
American Consul,  
Ensenada, Lower California, Mexico.

Richard C. Bundy, Esquire,  
American Chargé d'Affaires, ad interim,  
Monrovia.

Sheldon Whitehouse, Esquire,  
Secretary of the American Embassy,  
Petrograd.

The Honorable  
The Secretary of the Treasury.

The Honorable William B. Allison,  
United States Senate.

The Honorable Charles E. Littlefield,  
House of Representatives.

The Honorable Melville W. Fuller,  
Chief Justice of the United States.

The Honorable William R. Day,  
Associate Justice,  
Supreme Court of the United States.

The Honorable George B. Adams,  
United States District Judge,  
Southern District of New York,  
New York, New York.

The Commissioners  
of the District of Columbia.

The Reverend Lyman Abbott,  
The Outlook,  
New York, New York.

Professor James H. Gore,  
2210 R Street, N. W.,  
Washington, D. C.



*To a cardinal—*

His Eminence  
Cardinal Mercier,  
Archbishop of (Place).

(Salutation.)

Your Eminence:

(Subscription.)

Yours faithfully,

*To a Lord or Marquess—\* (See footnote.)*

The Most Honorable  
The Marquess of Winchester.

(Salutation.)

My Lord:

*To an Earl or Viscount—*

The Right Honorable  
The Earl of Shrewsbury.

(Salutation.)

My Lord:

(Subscription):

Your Lordship's most obedient servant,

*To a Knight—*

The Right Honorable  
Sir Julian Pauncefote,  
K. C. G., K. C. M. G.

(Salutation.)

Sir:

(Subscription.)

I have the honor to be, Sir,  
Your obedient servant,

The following are the official titles to be used in addressing the diplomatic corps and governors:

Ambassador of the Argentine Republic.	Ambassador of Italy.
Ambassador of Austria-Hungary.	Japanese Ambassador.
Belgian Minister.	Mexican Ambassador.
Minister of Bolivia.	Minister of the Netherlands.
Ambassador of Brazil.	Minister of Nicaragua.
Minister of Bulgaria.	Minister of Norway.
Ambassador of Chile.	Minister of Panama.
Chinese <del>Ambassador</del> <i>minister</i> .	Minister of Persia.
Minister of Colombia.	Minister of Peru.
Minister of Costa Rica.	Minister of Portugal.
Minister of Cuba.	Minister of Roumania.
Minister of Denmark.	Ambassador of Russia.
Minister of the Dominican Republic.	Minister of Salvador.
Minister of Ecuador.	Minister of Serbia.
Ambassador of the French Republic.	Siamese Minister.
German Ambassador.	Ambassador of Spain.
Ambassador of Great Britain.	Minister of Sweden.
Minister of Greece.	Minister of Switzerland.
Minister of Guatemala.	Ambassador of Turkey.
Minister of Haiti.	Minister of Uruguay.
Minister of Honduras.	Minister of Venezuela.

Ambassadors should be addressed as:

His Excellency.

Ministers as:

Mr. (or with title as in Diplomatic List).

The governors of States should be addressed as follows:

The Honorable  
The Governor of Alabama,  
Montgomery.

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\* For further particulars concerning titles and addresses of nobility see Whitaker's Peerage, page 103 et seq.





## POSITION OF THE ADDRESS.

In diplomatic notes, and informal and unofficial letters, and reports to the President the address should appear at the lower left-hand corner *of the first page*. In instructions and miscellaneous letters the address should precede the salutation, on the left-hand margin six notches below the date line.

The title "Excellency" properly appears in the address, salutation, and subscription of an Ambassador. It should *not* be used in body of the communication.

## SALUTATION.

The salutation should be on the left-hand margin, neatly placed. It should be written in capitals and lower case letters and be followed by a colon, for example:

### FORMAL CORRESPONDENCE:

*To the President—*

The President:

*To a foreign Ambassador—*

Excellency:

*To persons of nobility—*

(See page 9.)

*To a foreign Minister or Chargé—*

Sir:

*To other individuals—*

Sir (or Madam):

*To an American Ambassador—*

Sir:

*To an American Minister—*

Sir:

### INFORMAL CORRESPONDENCE:

*To the President—*

Dear Mr. President:

*To a diplomat—*

My dear Mr. Ambassador:

My dear Mr. Minister:

My dear Mr. Chargé d'Affaires:

*To a cabinet officer—*

My dear Mr. Secretary:

My dear Mr. Attorney-General:

My dear Mr. Postmaster-General:

*To a Senator—*

My dear Senator Smith:

*To a member of Congress—*

My dear Mr. Jones:

For specimen forms of salutation, see page 17 et seq.

## SUBSCRIPTION.

### FORMAL CORRESPONDENCE:

*To the President—*

Respectfully submitted, (Indented to middle of page.)

*To a foreign ambassador or minister—*

Accept, Excellency (or Sir), the renewed assurance of my highest consideration.

*To a foreign chargé—*

Accept, Sir, the renewed assurance of my high consideration.

*To Cabinet Officers, Senators and Members of Congress, and Governors—*

I have the honor to be, Sir, (Indented 5 and 15 spaces respectively.)

Your obedient servant,

*To officers of the Department and of the Diplomatic and Consular services and to other correspondents—*

I am, Sir, (Indented 5 and 15 spaces respectively.)

Your obedient servant,

For specimen forms, see p. 17 et seq.

### INFORMAL CORRESPONDENCE:

*To a diplomat—*

I am, my dear Baron Reed,

Sincerely yours,

For specimen forms see page 17 et seq.



## SIGNATURE.

In preparing communications to be signed by the Secretary of State, the word "Secretary" does not follow the signature. EXCEPTION.—When a formal communication is addressed directly to the Minister for Foreign Affairs of another country, the official title of the signer always follows the signature and should appear in full. Thus:

(Signature)  
Secretary of State of the United States of America.

When other officers of the Department sign miscellaneous mail the official title of the signer follows the signature, as, Acting Secretary of State, Assistant Secretary of State, Chief Clerk, etc.

Care should be taken that the official title of the signer is carried well to the right of the page, so as to come below the normal place of signing. SUFFICIENT SPACE SHOULD ALWAYS BE LEFT FOR THE SIGNATURE.

Mail not signed by the Secretary or Acting Secretary, consult signing order, page 77.

## LINE SPACING.

In letters and instructions the lines should be separated by a two-notch space; in the diplomatic notes the interval should be three notches when length of note permits.

EXCEPTIONS.—When comprising one or more paragraphs, quotations should be indented five spaces beyond the margin, and the lines should be spaced one notch closer than the body of the text.

Quotation marks should precede each paragraph and follow the last.

In the text quotation marks should introduce and close the quotation, but should not appear at the beginning of each line thereof.

The use of quotation marks should be confined to actual quotations.

The name of a ship or a publication should be written in capitals, as: U. S. S. CHARLESTON; THE TIMES.

## PAGINATION.

The second and subsequent pages should be numbered at the top, four notches above the middle of the text, thus:

- 2 -

On the right-hand margin, below the last full line, should be written the first key word of the following page.

## INDENTATIONS.

All paragraphs, except quotations, should be uniformly indented to the fifth space within the margin.

## PUNCTUATION AND LETTER SPACING.

Punctuation requires great care. Commas should be used judiciously but sparingly. A general rule is that if a phrase can be omitted or transposed, and make sense, the phrase may be set off by commas. Especial care should be taken in the case of parenthetical phrases that the same mark appear at the introduction and the close.

No space should be made before or after a hyphen, as such. A hyphen used as a dash should be preceded and followed by one space.

One space should follow the comma, the apostrophe at the end of a possessive, and the period closing an abbreviation; two spaces should follow semicolon and colon.

Any mark closing a sentence should be followed by three spaces.

Quotation marks (single or double) immediately precede and follow the quoted matter, except that a mark of punctuation following the last quoted word should be included within the quotation marks.

Words accidentally run together should be erased and spaced properly.

## CAPITALIZATION.

The usual rules of capitalization should be observed.

Embassy, consulate, department, minister, state, government and the like are capitalized except when used in the general sense.





## ABBREVIATIONS.

Abbreviations should be avoided whenever possible except in quotations, where the original text should be scrupulously followed.

## FOREIGN NAMES, WORDS OR PHRASES.

Care should be taken that the foreign spelling is followed and *the proper accents shown*. In Spanish the “ñ” should always appear in the title “Señor.”

## ENCLOSURES.

The enclosures of each communication should be fully enumerated in close space at the foot thereof, on the left-hand margin, as follows:

Enclosures:

1. From France, No. 243, November 1, 1917.
2. To Navy Department, December 2, 1918.

Original papers sent as enclosures should be so described and the file numbers specified.

The word “Enclosure” should never be on the same line as the official title of the signer of the paper.

When the address of a communication wholly contained on one page is at the foot of the page, the enumeration of the enclosures precedes the address, as in the example on page 30, etc. When the communication extends beyond the first page the enumeration of enclosures comes at the end, after the signature.

*The address should always appear on the first page.* In instructions and miscellaneous letters (formal) it appears at the beginning. In informal letters, diplomatic notes and communications to the President it appears at the bottom of first page, left-hand.

## BLANKS.

The same care should be taken in the filling of blank forms as in the preparation of other correspondence.

## COYPING.

Copies to be used as enclosures should be on paper of a size to correspond with the transmitting communication. Copies should be carefully compared with original text. The words CORRECT COPY and the initials of the copyist should appear in brackets in the upper left-hand corner.

Copies for the printer, unless otherwise ordered, should follow the “Foreign Relations style” in the omission of address, the abbreviation of subscription and the insertion of an introductory line, as: The Secretary of State to the British Ambassador. (See latest volume of Foreign Relations.)

Copies for certification must follow the text exactly. In other copies errors of typography, spelling, capitalization, and punctuation should be corrected, but not mistakes in grammatical form unless clearly accidental and the sense ambiguous.

## FILE NUMBER, OFFICE MARKS, AND INITIALS.

In notes and instructions the Index File Numbers should appear on the original and carbons in the lower left-hand of the last page of every communication. Where there is only one page it should appear at the lower left-hand of page 1. Thus: 812.114/7890.

In letters the office mark should appear on the original and carbon, with the file numbers, in the upper left-hand corner of page 1. See Order 106, May 21, 1918, page 88.

The office mark or initials should *not* be placed on the original of instructions, but should appear on the carbons.

## RECORD CARBONS.

A blue record carbon copy should be made of every outgoing communication. This is for the Department's permanent archives and should be an exact duplicate of the original. Additional carbons may be made as required. The blue record copy should bear the file number on the last page; the complete type initials of the drafting officer and clerk, and the typist; the office mark; and the *pen* initials of the responsible or directing officers.

## TELEGRAMS.

Should be made on green forms, with carbons, as directed by the head of the office.





FORM OF ADDRESSING INVITATIONS.

OUTSIDE ADDRESSES:

The President  
and Mrs. Wilson,  
The White House.

The Vice President  
and Mrs. Marshall,  
The New Willard.

His Excellency  
The Ambassador of the French Republic  
and Madame Jusserand,  
1903 Sixteenth Street.

(If bachelor.)

His Excellency  
(Name from diplomatic list.)  
1902 Sixteenth Street.

The Minister of Costa Rica  
and Madame Calvo,  
1904 Sixteenth Street.

(If bachelor.)

Mr. (Name from diplomatic list).  
1902 Sixteenth Street.

The Chargé d'Affaires of Great Britain  
and Mrs. Barclay,  
1905 Sixteenth Street.

(If bachelor.)

Mr. (Name from diplomatic list.)  
1904 Sixteenth Street.

The Honorable  
The Secretary of State  
and Mrs. Lansing,  
1906 Sixteenth Street.

(For a Senator.)

The Honorable  
John Jones  
and Mrs. Jones.

(For a Representative.)

The Honorable  
John Henry Doe  
and Mrs. Doe,  
1900 Sixteenth Street.

INSIDE ADDRESSES:

The President  
and Mrs. Wilson.

The Vice President  
and Mrs. Marshall.

His Excellency  
The Ambassador of the French Republic  
and Madame Jusserand.

His Excellency  
The Ambassador of the French Republic.

The Minister of Costa Rica  
and Madame Calvo.

The Minister of Costa Rica.

The Chargé d'Affaires of Great Britain  
and Mrs. Barclay.

The Chargé d'Affaires of Great Britain.

The Secretary of State  
and Mrs. Lansing.

Senator and Mrs. Jones.

Mr. and Mrs. Doe.



EXAMPLES FOR OFFICIAL CARDS.

The American Ambassador

John Henry Doe  
Ambassador Extraordinary and Plenipotentiary  
of the United States of America

John Henry Doe  
Envoy Extraordinary and Minister Plenipotentiary  
of the United States of America

John Henry Doe  
Chargé d’Affaires ad interim  
of the United States of America



John Henry Doe  
Secretary of Embassy of the United States of America

John Henry Doe  
Second Secretary of Embassy  
of the United States of America

John Henry Doe  
Third Secretary of Embassy  
of the United States of America





## HINTS.

DON'T use commercial phrases, as "our Mr. (Name)," "the same," etc.

DON'T use the first personal pronoun in official communications, except in those for the Secretary's signature. In communications to be signed for the Secretary, by other officers, the impersonal form is good, as "There is enclosed for your information" etc.

DON'T say "It is *claimed*" for "It is *asserted*."

"The paper has been *located*" for "The paper has been *found*."

"His whereabouts *are* unknown" for "His whereabouts *is* unknown."

"*As to* what he has done" for "*Concerning* what he has done."

"*In view of the fact that* he" for "*Since* he."

"*Ascertain* information" for "*Procure* information."

DON'T call a "conjecture" or an "inference" a "fact."

Avoid the word "locate"; "find" or "trace" or other synonyms are preferable.

Recite the subject in the first paragraph.

Omit unnecessary adjectives and aimless repetitions.

A direct, simple style is always forceful.



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SECTION II.

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SPECIMEN FORMS.

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THE PRESIDENT.

(Formal.)

(Official headline and date.)

The President:

(Written on long, double embossed  
paper, triple space, margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin, one space  
below imprint.)

Respectfully,

or Respectfully Submitted,

Enclosures: (if any)

The President,

The White House.

File No.

Bureau Mark.

(See specimen on page 22.)



FORMAL TO THE PRESIDENT.

(For communication to Congress.)

The President:

(Written on long white or blue seal paper,  
triple space. Written in two originals,  
four carbons (two carbons to go with letter  
to White House). This letter is usually  
accompanied by two originals and two carbons  
of document which it transmits.)

(Documents to Congress addressed:

To the Senate and House of Representatives.)

Respectfully submitted,

Enclosure: (Sample on Page 21.)

Department of State,

Washington, June 21, 1918.



TO THE SENATE AND HOUSE OF REPRESENTATIVES:

I transmit a report by the Secretary of State accompanied by a copy of a note from the Minister of Belgium at Washington expressing the wish of his Government that Mr. Brand Whitlock, the American Minister to Belgium, may be permitted to accept a decoration of the Grand Cordon of the Order of Leopold which the King of the Belgians desires to confer as a recognition of the exceptional circumstances under which Mr. Whitlock discharged his official duties in occupied Belgium, and as a testimonial of the King's gratitude to the whole American nation.

I ask the Congress to consider whether its permission should not be accorded for the acceptance of the decoration by Mr. Whitlock as conferred for "an exceptional, extraordinary, and meritorious act", as set out by the Secretary of State.

THE WHITE HOUSE,

June, 1918.





The President:

In response to a resolution adopted by the House of Representatives on June 3, 1918, requesting the Secretary of State "to report to the House of Representatives the number of men in the service of the Department of State who were on June 5, 1917, between the ages of 21 and 31, for whom requests for exemption from military duty or deferred classification have been asked by such department and allowed, the name and home address of each such person and the character of work he is performing in the service of the department and the length of time he has been in such service," the undersigned, the Secretary of State, has the honor to lay before the President with a view to its transmission to the House of Representatives, if the President approve thereof, a statement containing the information requested in the resolution.

Respectfully submitted.

Enclosure:

List of employees for whom exemption  
from military service has been requested.

Department of State,

Washington, June 13, 1918.



THE PRESIDENT.

(Informal.)

(Official headline and date.)

My dear Mr. President:

(Written on short, double, blue or  
white seal paper, margin 1-1/2  
inches on left and 1 inch on right.  
Double space. Date on right-hand  
margin, one space below imprint.)

Faithfully yours.

Enclosure: (If any.)  
Describe it.

The President,

The White House.

File No.

Bureau Mark.

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

June 17, 1918.

My dear Mr. President:

I beg to enclose the remarks of the new Minister of Panama and to request you to be good enough to inform me when it will be agreeable to you to receive him for the purpose of presenting his credentials.

Faithfully yours,

Enclosure:

As above.

The President,

The White House.

3A





FORMAL NOTE TO FOREIGN AMBASSADOR.

(Official headline and date.)

No.

Excellency:

(Written on double, long, embossed  
triple space, margin 1-1/2 inches on  
left and 1 inch on right. Date on  
right-hand margin and one space  
below imprint.)

Accept, Excellency, the renewed assurance of my highest  
consideration.

Enclosure:  
(Describe it.)

His Excellency

(Name of Ambassador.)

Ambassador of .....

File number.  
Bureau mark.  
(Always put address at foot of FIRST page.)

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

June 3, 1918.

No.

Excellency:

Adverting to your note of the 24th of May enclosing application for export license covering 1,000 pounds of monotype metal for the Government of Brazil, I have the honor to advise you that a license has been issued for the exportation of the above mentioned metal.

Accept, Excellency, the renewed assurance of my highest consideration.

His Excellency

Mr. Domicio da Gama,

Ambassador of Brazil.

311.62/1191

2A



INFORMAL NOTE TO FOREIGN AMBASSADOR, MINISTER OR CHARGÉ.

(Official headline and date )

My dear Mr. { Ambassador.  
Minister.  
Chargé d'Affaires:

(Written on double, short, blue seal  
paper, triple space, margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin, one space  
below imprint.)

I am, my dear Mr. (Name of Ambassador, Minister or Chargé.)

Very sincerely yours,

Enclosure: (If any.)  
(Describe it.)

Address.

File No.

Office Mark.

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

February 4. 1918.

My dear Mr. Ambassador:

I beg to acknowledge the receipt of your communication of the 1st instant in which you request the release from military service in the United States of the Spanish subject, Juan Ruiz, whose Spanish nationality you state is attested by papers which you have sent directly to the Provost Marshal General's Office.

I have taken pleasure in communicating a copy of your letter to the Secretary of War and in requesting prompt and attentive consideration of the case by the authorities concerned.

I am, my dear Señor Riaño,

Very sincerely yours,

His Excellency

Señor Don Juan Riaño y Gayangos,

Ambassador of Spain.

811.2222/3275

Di-S





FORMAL NOTE TO FOREIGN MINISTER.

(Official headline and date.)

No.

Sir:

(Written on double, long, embossed,  
triple space, margin 1-1/2 inches  
on left and 1 inch on right. Date  
on right-hand margin one space be-  
low imprint.)

Accept, Sir, the renewed assurance of my highest considera-  
tion.

Enclosure:  
(Describe it.)

Mr. (Name of Minister.)

Minister of -----

File number.

Bureau Mark.

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

June 5, 1918.

No.

Sir:

I have the honor to transmit herewith for your information, a set of documents published by the Bureau of Education which may be of interest to your Government.

Accept, Sir, the renewed assurances of my highest consideration.

For the Secretary of State.

Enclosure:

Set of documents published by the Bureau of Education.

Phya Prabha Karavongse,

Minister of Siam.

362.111

2A



FORMAL NOTE TO FOREIGN CHARGÉ D'AFFAIRES AD INTERIM.

(Official headline and date.)

No.

Sir:

(Written on double, long, embossed

paper, triple space, margin 1-1/2

inches on left and 1 inch on right.

Date on right-hand margin one space

below imprint.)

Accept, Sir, the renewed assurance of my high consideration.

Enclosure: (If any.)  
(Describe it.)

Mr. (Name of Chargé.)

Chargé d'Affaires ad interim of (Name of country).

File No.

(See specimen overleaf.)





DEPARTMENT OF STATE,  
WASHINGTON,

June 17, 1918.

No.

Sir:

Referring to your note of May 15, 1918, in which you expressed a desire that this Government give favorable consideration to the export application of Messrs. John Doe and Company, Incorporated, of New York City and Chile, covering shipment of certain chemicals, I beg to advise you that, owing to the very urgent needs of this country for these chemicals, this Government is unable to grant the desired license.

Accept, Sir, the renewed assurance of my high consideration.

For the Secretary of State:

Señor Don Gustavo Munizaga Varela,

Chargé d'Affaires ad interim of Chile.

625.119/370

TA



MEMORANDUM.

(Written on double, long, embossed  
papers, triple space, usual margin.  
Date at left, foot of last page.)

(See specimen overleaf.)



MEMORANDUM.

The Government of the United States of America accepts the plenipotentiary authority of Earl Li Hung Chang and Prince Ching as prima facie sufficient for the preliminary negotiations looking toward the return of the Imperial Chinese Government and to the resumption of its authority at Peking, and toward the negotiation of a complete settlement by the duly appointed plenipotentiaries of the powers and of China.

To these ends the American minister in Peking will be authorized to enter into relations with Earl Li and Prince Ching as the immediate representatives of the Chinese Emperor.

Department of State,

Washington, September 21, 1900.



NOTE VERBALE

or

THIRD PERSON NOTE.

(Written on double, long, embossed  
paper, triple space. Date at left,  
foot of last page.)

Enclosure: (If any.)

Department of State,

Washington, (Date).

File No.

Office mark.

(See specimen overleaf.)





The Secretary of State presents his compliments to His Excellency, the Ambassador of the French Republic, and has the honor to acknowledge with thanks the receipt of his note of the 26th instant and of the Report on Agriculture in France for 1916 which accompanied the note.

Department of State,

Washington, May 30, 1917.

812.223/7890



The Department of State has received the memorandum of the 20th instant, in which the Royal Spanish Embassy, in charge of Turkish interests in the United States, requests that the Secretary of War be asked to discharge the Ottoman subject, Dr. Amin A. Khairallah, who it appears has been discharged from the military service of the United States, and has been inducted into military service for the second time.

A copy of the Embassy's memorandum and its original enclosures have been transmitted to the War Department for consideration and appropriate action.

Department of State,

Washington, April 23, 1918.

811.2222/7843

Di



AIDE-MÉMOIRE.

(Written on double, long, embossed  
paper, triple space. Date at left,  
foot of last page.)

Enclosures: (If any.)

Department of State,

Washington, (date)

File No.

Office mark.

(See specimen overleaf.)





AIDE-MÉMOIRE.

In view of the statement contained in the French Embassy's memorandum of the 9th instant, relating to the exemption of American steam vessels from boiler inspection in French ports, and confirming the conversation of this afternoon, the Secretary of State informs His Excellency the French Ambassador that the authorities of this Government will instruct American inspectors of steam vessels to extend reciprocal privilege to steam merchant vessels of France when visiting ports in the United States.

Department of State,

Washington, March 18, 1916.

182.113/6735

Di



EXCHANGE OF NOTES.

DEPARTMENT OF STATE.

(Date.)

Excellency:

(or Sir:)

Written on blue or white seal, long  
double note paper, triple space;

Accept, Excellency, (or Sir), &c.

His Excellency, (or Mr.)

(Name)

(See specimen overleaf.)



DEPARTMENT OF STATE,

WASHINGTON,

November 2, 1917.

Excellency:

I have the honor to communicate herein my understanding of the agreement reached by us in our recent conversations touching the questions of mutual interest to our Governments relating to the Republic of China.

In order to silence mischievous reports that have from time to time been circulated, it is believed by us that a public announcement ~~and~~ more of the desires and intentions shared by our two Governments with regard to China is advisable.

The Governments of the United States and Japan recognize that territorial proximity creates special relations between countries, and, consequently, the Government of the United States recognizes that Japan has special interests in China, particularly in the part thereof her possessions are contiguous.

The territorial sovereignty of China, nevertheless, remains ~~unimpaired~~.

His Excellency,

VISCOUNT MIKUJIRO ISHII,

Ambassador Extraordinary and Plenipotentiary

of Japan, on Special Mission.



unimpaired and the Government of the United States has every confidence in the repeated assurances of the Imperial Japanese Government that while geographical position gives Japan such special interests they have no desire to discriminate against the trade of other nations or to disregard the commercial rights heretofore granted by China in treaties with other powers.

The Governments of the United States and Japan deny that they have any purpose to infringe in any way the independence or territorial integrity of China and they declare, furthermore, that they always adhere to the principle of the so-called "Open Door" or equal opportunity for commerce and industry in China.

Moreover, they mutually declare that they are opposed to the acquisition by any Government of any special rights or privileges that would affect the independence or territorial integrity of China or that would deny to the subjects or citizens of any country the full enjoyment of equal opportunity in the commerce and industry of China.

I shall be glad to have Your Excellency confirm this understanding of the agreement reached by us.

Accept, Excellency, the renewed assurance of my highest consideration.

ROBERT LANSING.





INSTRUCTION TO AMERICAN AMBASSADOR.

(Official headline and date.)

No.

The Honorable

(Name.)

American Ambassador,

(Place.)

Sir:

(Written on single, long blue seal  
paper, double space, margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin one space  
below imprint.)

I am, Sir,

Your obedient servant,

Enclosure: (If any.)  
(Describe it.)

File Number

(Important Instructions laying down a policy or expressing approval or criticism of a course are signed by the Secretary. Other instructions are signed: "For the Secretary of State:" by the Counselor or an Assistant Secretary. Follow Departmental Order No. 79.)

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

June 25, 1918.

No.

The Honorable

William G. Sharp,

American Ambassador,

Paris.

Sir:

There is enclosed herewith a copy of a letter dated June 15, 1918, from Seggerman Bros., complaining of the requisition of a quantity of "Small White Beans" by French authorities at an alleged inadequate price.

You will bring this matter to the attention of the Foreign Office and inquire as to what remedies, if any, have been provided by French laws or regulations for the settlement of claims for the value of goods requisitioned by French authorities at a price which the owners consider insufficient.

I am, Sir,

Your obedient servant,

For the Secretary of State:

Enclosure:

From Seggerman Brothers,

June 15, 1918.

351.115.



INSTRUCTION TO AMERICAN MINISTER.

(Official headline and date.)

No.

The Honorable

(Name.)

American Minister,

(Place.)

Sir:

(Written on single, long, blue seal  
paper, double space, margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin one space  
below imprint.)

I am, Sir,

Your obedient servant,

For the Secretary of State:

Enclosure: (If any.)  
(Describe it.)

File No.

(Important Instructions laying down a policy or expressing approval or criticism of a course are signed by the Secretary. Other instructions are signed: "For the Secretary of State:" by the Counselor or an Assistant Secretary. Follow Departmental Order No. 79.)

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

July 15, 1918.

No.

The Honorable

Pleasant A. Stovall,

American Minister,

Berne.

Sir:

The Department has received your despatch No. 2990 of May 4, 1918, respecting the request of Doctor A. C. Harte, representing the Y. M. C. A. in Geneva, to have a report transmitted to the German War Prisoners' Department in Berlin.

Your action in not complying with Doctor Harte's request is approved and there is enclosed for Doctor Harte's information a copy of The Trading With the Enemy Act.

I am, Sir,

Your obedient servant,

For the Secretary of State:

Enclosure:

Copy of The Trading  
With the Enemy Act.

012/20011





INSTRUCTION TO AMERICAN CHARGÉ D'AFFAIRES AD INTERIM.

(Official headline and date.)

No.

(Name), Esquire,

American Chargé d'Affaires ad interim,

(Place.)

Sir:

(Written on long, single, blue  
seal paper, double space, margin  
1-1/2 inches on left and 1 inch  
right. Date on right-hand margin  
one space below imprint.)

I am, Sir,

Your obedient servant,

Enclosure: (If any.)  
(Describe it.)

File No.

(Important Instructions laying down a policy or expressing approval or criticism of a course are signed by the Secretary. Other instructions are signed: "'For the Secretary of State:'" by the Counselor or an Assistant Secretary. Follow Departmental Order No. 79.)

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

June 26, 1918.

No.

Frederic Ogden de Billier, Esquire,  
American Chargé d'Affaires ad interim,  
Santiago.

Sir:

The Department has received your No. 365, of May 21, transmitting a medal commemorative of the centenary of the Battle of Maipu, offered to you by the Chilean Government, and requesting instructions concerning it.

In reply you are informed that the medal will be retained in the Department's custody until such time as Congress shall authorize its delivery.

I am, Sir,

Your obedient servant,

For the Secretary of State:

093.255













FORM FOR LETTER OF INTRODUCTION.\*

(Official headline and date.)

To the

Diplomatic and Consular Officers

of the United States of America.

Gentlemen:

(Written on single, blue seal paper,  
double space. Margin 1-1/2 inches  
on left and 1 inch on right. Date  
on right-hand margin, one space below  
imprint.)

I am, Gentlemen,

Your obedient servant,

\* Footnote: These letters should always be counter initialed by the  
Bureau of Immigration and Passport Control.

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

August 19, 1906.

To the

Diplomatic and Consular Officers

of the United States of America.

Gentlemen:

At the instance of the Honorable Amos L. Allen, a Representative in the Congress of the United States from the State of Maine, I take pleasure in introducing to you Mr. John Doe, of Portland, Maine, who is about to proceed abroad, and I cordially bespeak for him such courtesies and assistance as you may be able to render, consistently with your official duties.

I am, Gentlemen,

Your obedient servant,



CABINET OFFICERS.

(Formal.)

In reply refer to  
(Office mark.) File No.

(Date.)

The Honorable

The Secretary of.....

Sir:

(Written on single, blue seal  
paper, double space. Margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin, one  
space below imprint.)

I have the honor to be, Sir,

Your obedient servant,

Enclosure: (If any.)

(Letters of importance are signed by the Secretary. Routine  
cabinet letters as per specimen overleaf).



DEPARTMENT OF STATE

In reply refer to  
Ci

WASHINGTON

February 9, 1918.

The Honorable

The Attorney General.

Sir:

I have the honor to transmit to you herewith a copy of a letter dated February 6th from Mr. Paul Hoecher, a native of Alsace-Lorraine of French parentage, who desires to receive permission to depart from this country.

This Department assumes that your Department will communicate with Mr. Hoecher with regard thereto.

I have the honor to be, Sir,

Your obedient servant,

For the Secretary of State:

Counselor.

Enclosure:

From Mr. Paul Hoecker,

February 6, 1918.





CABINET OFFICERS.

(Informal.)

In reply refer to  
(Office mark.) File No.

(Official headline and date.)

My dear Mr. Secretary:

(Written on single, blue seal paper,  
double space. Margin 1-1/2 inches  
on left and 1 inch on right. Date  
on right-hand margin, one space  
below imprint.)

I am, my dear Mr. (Name),

Very truly yours,

Enclosure: (If any.)

(Address.)

(See specimen overleaf.)



DEPARTMENT OF STATE

In reply refer to  
So--835.543/15

WASHINGTON

June 27, 1918.

My dear Mr. Secretary:

I have the pleasure to enclose, as of possible interest to you, copy of this Department's telegram of June 12 to the American Ambassador at Buenos Aires concerning the trade mark laws of Argentina.

I am, my dear Mr. Redfield,

Very truly yours,

Enclosure:

Copy of a telegram from  
Buenos Aires, June 12, 1918.

The Honorable William C. Redfield,  
Secretary of Commerce.



TO A SENATOR.

(Formal.)

In reply refer to  
(Office mark.) File No.

(Official headline and date.)

The Honorable

(Name.) ,

United States Senate.

Sir:

(Written on single, blue seal paper,  
double space. Margin 1-1/2 inches  
on left and 1 inch on right. Date  
on right-hand margin one space  
below imprint.)

I have the honor to be, Sir,

Your obedient servant,

Enclosure: (If any.)

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

June 27, 1918.

In reply refer to  
2A

The Honorable

John Smith,

United States Senate.

Sir:

Adverting to your recent inquiry concerning the whereabouts and welfare of Mrs. Martha Jenkins, of Norwood, Maryland, I have the honor to enclose copy of a telegram dated June 21st which has been received from the American Ambassador at Berne, reporting that Mrs. Jenkins has recently arrived at Berne and is in good health.

I have the honor to be, Sir,

Your obedient servant,

Enclosure:

Telegram from Berne, June 21, 1918.









DEPARTMENT OF STATE

In reply refer to  
Ap-543.211/9

WASHINGTON

February 9, 1918.

Dear Senator Knox:

I am in receipt of your letter of February 7th transmitting a communication from Mr. B. D. Woodward, of New York City, and in reply I write to say that just at this time there is no place under the Department of State where the services of Mr. Woodward can be utilized to advantage.

You are assured that if an opportunity is presented Mr. Woodward's offer, which is appreciated, and what you have said about him will receive attentive consideration.

Yours very sincerely,

The Honorable

Philander C. Knox,

United States Senate.



MISCELLANEOUS TO A REPRESENTATIVE.

(Formal.)

In reply refer to  
(Office mark.) File No.

(Official headline and date.)

The Honorable

. (Name),

House of Representatives.

Sir:

(Written on short, single, blue seal  
paper, double space. Margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin one space  
below imprint.)

I have the honor to be, Sir,

. Your obedient servant,

Enclosure: (If any.)

(See specimen overleaf.)



DEPARTMENT OF STATE

In reply refer to  
Ci - 984.111/86

WASHINGTON

February 4, 1918.

The Honorable J. H. Capstick,  
House of Representatives.

Sir:

I have the honor to acknowledge the receipt of your letter of January 24, concerning the desire of Mr. John Smith, who is now in Havana, Cuba, to obtain an extension of his passport.

The American Minister at Havana has been instructed to extend Mr. Smith's passport to July 2, 1918.

I have the honor to be, Sir,

Your obedient servant,





MISCELLANEOUS TO A REPRESENTATIVE.

(Informal.)

In reply refer to  
(Office mark.) File No.

(Official headline and date).

My dear Mr. (Name):

(Written on single, blue seal, short  
paper, double space. Margin 1-1/2  
inches on left and 1 inch on right.)

I am, my dear Mr. (Name),

Sincerely yours,

Enclosure: (If any.)

The Honorable (Name)

House of Representatives.

(See specimen overleaf.)



DEPARTMENT OF STATE

In reply refer to  
2A

WASHINGTON

June 27, 1918.

My dear Mr. Cannon:

Replying to your letter of the 14th instant, I take pleasure in enclosing two copies of the latest diplomatic and consular list.

I am, my dear Mr. Cannon,

Sincerely yours,

Enclosures:

Two copies of diplomatic and consular list.

The Honorable Joseph G. Cannon,  
House of Representatives.



LETTER TO SECRETARY TO THE PRESIDENT.

In reply refer to  
(Office Mark.) File No.

(Official headline and date.)

Dear Mr. (Name):

(Written on single, blue seal short  
paper, double space. Margin 1-1/2  
inches on left and 1 inch on right.)

I am, my dear Mr. -----

Very truly yours,

(The Secretary or Acting Secretary  
usually signs these letters.)

Enclosure: (If any.)

The Honorable

(Name),

Secretary to the President,

The White House.

(See specimen overleaf.)



DEPARTMENT OF STATE

WASHINGTON

In reply refer to  
2A

June 27, 1918.

Dear Mr. Tumulty:

At the request of the American Ambassador at Paris, I have the pleasure to enclose for the information of the President an interesting pamphlet describing the war work of the Red Cross in France.

I am, my dear Mr. Tumulty,

Sincerely yours,

Enclosure:

Pamphlet as above.

The Honorable

Joseph P. Tumulty,

Secretary to the President,

The White House.





MISCELLANEOUS.

(When written to one person.)

In reply refer to  
(Office mark.) File No.

(Official headline and date.)

Mr. }  
Mrs. } (Name.)  
Miss. }

(Street address).

(City.)

Sir: (Madam.)

(Written on short, single blue seal  
seal paper, double space. Margin  
1-1/2 inches on left and 1 inch on  
right. Date on right-hand margin,  
one space below imprint.)

I am, Sir (Madam),

Your obedient servant,

For the Secretary of State:

Enclosure: (If any.)

Title of  
(Signing Officer.)  
See Dept. Order 79.

(See specimen overleaf.)



In reply refer to  
TA-300.115/13805

DEPARTMENT OF STATE,

WASHINGTON,

February 12, 1918.

Mr. Bolton Armao,

2 Stone Street,

New York City.

Sir:

Referring to previous correspondence regarding certain merchandise belonging to you and said to be stored at Piraeus, the Department encloses for your information a copy of despatch No. 268, dated December 19, 1917, from the American Consul General at Athens.

I am, Sir,

Your obedient servant,

For the Secretary of State:

Second Assistant Secretary.

1 enclosure:

From American Consul-General at Athens,  
No. 268, December 19, 1917.



MISCELLANEOUS.

(When written to a firm.)

In reply refer to  
(Office mark.) File No.

(Official headline and date.)

Messrs. (Name.)

(Street address.)

(City.)

Gentlemen:

(Written on short, single, blue  
seal paper, double space. Margin  
1-1/2 inches on left and 1 inch on  
right. Date on right-hand margin  
one space below imprint.)

I am, Gentlemen,

Your obedient servant,

For the Secretary of State:

Enclosure: (If any.)  
Describe it.

(Title of Signing Officer.  
See Order 79.)

(See specimen overleaf.)



DEPARTMENT OF STATE,

WASHINGTON,

June 27, 1918.

In reply refer to  
WE 763.72/11

Messrs. John Smith and Company,

1405 42d Street,

New York City.

Gentlemen:

Your letter of the 21st instant requesting to be furnished with a list of the countries at war with Germany has been received.

In reply there is transmitted herewith a list of the countries at war with Germany and a list of those which have severed diplomatic relations with Germany.

I am, Gentlemen,

Your obedient servant,

For the Secretary of State:

Second Assistant Secretary.

Enclosures:

Lists as above.





FORM FOR THIRD PERSON LETTER.

In reply refer to  
(Office mark.) File No.

(Official headline and date.)

(Written on short, single, blue seal  
paper, double space. Margin 1-1/2  
inches on left and 1 inch on right.  
Date on right-hand margin one space  
below imprint.)

Enclosure: (If any.)

(See specimen overleaf.)



DEPARTMENT OF STATE,

WASHINGTON,

June 6, 1918.

In reply refer to  
WE-012./122621/124

The Secretary of State presents his compliments to the Honorable the Secretary of War and has the honor to enclose four letters and seven post cards addressed to officers of his Department, which have been received through the American Legation at The Hague from the Spanish Embassy at Berlin.

Enclosures:

With No. 851 and  
861 from The Hague  
April 16th and 18th,  
1918.



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## SECTION III.

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### DEPARTMENTAL ORDERS.

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ORDER BY THE CHIEF CLERK No. 55.

RECORD COPIES OF OUTGOING COMMUNICATIONS.

Carbon copies of outgoing correspondence for record must be made with the same care for neatness and accuracy as the originals for signature. The copies must be legible, erasures must be tidy, and there must be no interlineations or pen corrections except such as appear on the originals. Signature and certification stamps are to be impressed carefully, and the initials of the certifying clerk affixed legibly, in ink or indelible pencil.

When a copy consists of two or more pages, the pages are to be pinned together at the upper left-hand corner.

By direction of the Secretary.

BEN G. DAVIS.

DEPARTMENT OF STATE.

*Washington, July 18, 1913.*

---

DEPARTMENT OF STATE,

*Washington, August 20, 1915.*

To the CHIEFS OF BUREAUS AND DIVISIONS.

GENTLEMEN:

Owing to the large outgoing mail now being handled in the Department, the following directions will be observed with a view to expediting its review and signing:

1. The signature page should be on top.
2. All mail and telegrams for the Secretary's signature should be sent to Mr. Ades's room as early in the day as possible, and not later than 3.30 p. m. The Secretary does not sign after 4 p. m.
3. Form letters are frequently used in replying to inquiries. Wherever there are twenty or more answers of a kind (and frequently these form letters run into the hundreds) it would save time and expense, to have the form letters neatly multigraphed (in typewriter type), leaving space for insertion of address and signature.
4. The original letter under answer should in all practicable cases be attached to the outgoing letter so that the signing officer may understand what he is signing.
5. Full initials should be placed on the record copies.

By direction of the Secretary.

BEN G. DAVIS,

*Chief Clerk.*



DEPARTMENTAL ORDER No. 73.

Beginning July 17, 1916, all letter mail and telegrams will be sent direct from the signing officers to the Index Bureau where they will be mailed or properly disposed of.

Bureaus desiring to retain copies of letters will prepare an extra carbon copy which will accompany the original letter to the signing officer and which will be authenticated at the mailing desk and returned to the proper Bureau.

Clerks drafting letters or instructions will indorse on the original paper acted upon, the action taken and an order to file and such original paper will be attached to the typed letter and accompany it to the signing officer and to the mailing desk.

If further action is desired upon the original paper a card will be attached thereto as follows: "Return to . . . . . for further consideration."

Enclosures to accompany outgoing letters or instructions will, as far as possible, be attached thereto; if inconvenient to so attach them they will be sent direct to the Index Bureau at the same time as the draft is sent for signature, with memorandum of instruction as to the letter they are to accompany.

FRANK L. POLK,  
*Acting Secretary of State.*

DEPARTMENT OF STATE,  
*Washington, July 13, 1916.*

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DEPARTMENTAL ORDER No. 77.

Hereafter whenever a new General Instruction or Special Instruction to diplomatic and consular officers is issued copies thereof shall be sent to each bureau, division, and office of the Department for its information and future reference. For the permanent filing of these Instructions loose-leaf binders will be furnished by the Department.

FRANK L. POLK,  
*Acting Secretary of State.*

DEPARTMENT OF STATE,  
*Washington, October 18, 1916.*



ORDER BY THE SECRETARY OF STATE No. 79.

By reason of the volume of the Department's outgoing mail the following directions will be followed as to signature:

*The Secretary will sign:*

All notes to Ambassadors accredited to this Government;  
Notes of importance to Ministers accredited to this Government, but not notes of acknowledgment, recognition of Foreign Consular Officers in the United States, etc.;  
Important diplomatic instructions to American embassies and legations—that is, instructions covering policy, approval of action, etc.;  
Letters of importance to members of the Cabinet—not those relating to ordinary matters of routines and  
All letters to Senators, Members of Congress, and Governors.

*The Counselor will sign:*

“*For the Secretary of State*”:

All notes to Ministers accredited to this Government not signed by the Secretary; and  
Diplomatic instructions to American embassies and legations on general subjects.

“*For the Secretary of State: ——— Counselor*”.

Letters to members of the Cabinet not signed by the Secretary, except requests to the Treasury for free entry; and

If prepared for his signature and marked with IMPORTANT, red tag, he will sign miscellaneous mail.

*The Assistant Secretary will sign:*

“*For the Secretary of State*”:

Diplomatic instructions relating to welfare; and

“*For the Secretary of State: ——— Assistant Secretary*”.

Miscellaneous mail prepared in the Western European and Near Eastern Divisions.

*The Second Assistant Secretary will sign:*

“*For the Secretary of State: ——— Second Assistant Secretary*”.

General miscellaneous mail, as at present.

*The Third Assistant Secretary will sign:*

“*For the Secretary of State: ——— Third Assistant Secretary*”.

Miscellaneous mail relating to welfare matters.

Letters to the Secretary of the Treasury requesting free entry.

Mail relating to accounts; and

Mail relating to congresses, conferences and like events.

*The Director of the Consular Service will sign:*

Consular instructions and Consular mail, as at present.

All mail is to be sent to the Office of the Second Assistant Secretary for review before signature.

The foregoing directions supersede all previous directions as to the signature of mail.

ROBERT LANSING.

DEPARTMENT OF STATE,

Washington, January 30, 1917.





## DEPARTMENTAL ORDER No. 82.

The name of the Division of Information is hereby changed to The Division of Foreign Intelligence and will carry on the following work:

1. The preparation of news items for the press; receiving and answering inquiries from newspaper correspondents.
2. Censorship and control of Departmental publicity under the direction of the Secretary.
3. Representation of the Secretary on the new Publicity Committee.
4. The dissemination by mail and telegraph of information of value to diplomatic and consular officers for their confidential guidance.
5. The dissemination by mail and telegraph to diplomatic and consular officers of information for publication abroad.
6. The dissemination to diplomatic and consular services of information given to the press.
7. Telegraphic news service to diplomatic missions abroad.
8. Furnishing to officers of the Department of press bulletins, copies of texts and information sent to foreign services.
9. Preparation and distribution through local news agencies of material suitable for publication in the foreign press in explanation of American policies and activities.
10. Communication to members of Congress, Governors of States, universities, magazines, chambers of commerce and other organizations of bulletins and texts of official documents which will be helpful in understanding the foreign policy of the United States.
11. Careful reading of the American and foreign press and distribution of daily press summaries, clipping books, and special articles to interested officers of the Department.
12. Preparation and publication of the Information Series.
13. Publication of Foreign Relations.

It is desired that all officers of the Department keep the Division promptly and fully informed concerning items of any news value. Whenever practicable such items should be sent either in documentary form or in the form of memoranda giving the facts as nearly as possible in the words in which the press bulletin should be issued. When in doubt as to the wisdom of the publication of any part or all of a subject, such doubt should be stated.

Despatches and telegrams, confidential and otherwise, of interest to the foreign service should be sent to the Division without delay in order that they may be acted upon as promptly as possible. It is desired that all officers of the Department keep the Division informed as to matters of fact or policy which should be understood abroad, in order that the Division may take steps to have them communicated either by mail or telegraph.

All information intended for the Division should be communicated as promptly as possible in order that it may not lose its news value before distribution.

It is desired that officers of the Department make all possible suggestions for the improvement of the Division's work.

It is desired to impress upon officers of the Department the importance of the work contemplated and that they should cooperate and render prompt assistance whenever called upon by the Division.

The Division is under the joint direction of Mr. Hugh S. Gibson and Mr. Philip H. Patchin.

ROBERT LANSING.

DEPARTMENT OF STATE,  
*Washington, May 7, 1917.*





DEPARTMENT OF STATE,

*Washington, May 12, 1917.*

To the CHIEFS OF BUREAUS, DIVISIONS AND OFFICES.

GENTLEMEN:

Hereafter simple acknowledgments of communications from other Departments will be discontinued.

In cases where the other Department's letter is transmitted elsewhere the following *printed form* may be used and a blue record carbon prepared:

The Secretary of State presents his compliments to the Honorable the Secretary of ..... and has the honor to acknowledge the receipt of his letter of ..... with reference to .....

The substance thereof has been communicated to .....

It is to be carefully borne in mind, however, that this printed form is *not* to be used in any outgoing letter on which any comment is made or action taken by this Department. All such communications will be made by letter, with blue carbon copy, for the signature of the Counselor as usual.

I am, Gentlemen,

Your obedient servant,

(Signed) BEN G. DAVIS,

*Chief Clerk.*



DEPARTMENTAL ORDER No. 84.

In order to conserve as far as possible the time of the responsible officers and still further to systematize the routine work of the Department, the following rules will hereafter be observed in dealing with the routine transmission to other Departments and Government offices of such information as is now forwarded by third person letter:

1. The work of transmitting information in a routine manner to other Departments will hereafter be confined to the Diplomatic and Consular Bureaus and Office of the Foreign Trade Adviser, according to the nature of the information to be transmitted.
2. Telegrams or despatches requiring transmission to other Departments and offices of the Government should be despatched by the geographical divisions or other offices at once, by messenger, to the one of the three offices mentioned which deals with the subject of the communication, after having indicated thereon the views of the division or office. At the same time the geographical division will send to the Tally Desk of the Index Bureau notification that the papers have been transferred to another office.
3. The Diplomatic (correspondence section) or Consular Bureau or the Trade Adviser's Office, as the case may be, will immediately prepare the necessary copies or paraphrases for transmission. In the case of telegrams not requiring paraphrasing, the Telegraph Office will supply the copies needed by the transmitting office.
4. A copy of Form A or B, according to the nature of the action desired, will be attached to the copy or paraphrase to be transmitted.
5. The clerk preparing the document for transmission will stamp the date of transmission upon the form.
6. The original despatch or telegram shall invariably be indorsed by a statement of the action taken, as for example:  
"Copy to Treasury, June 22, 1917, Form A2" or "Copy to Treasury, June 22, 1917, Form B2";  
"Paraphrase to Commerce, June 22, 1917, Form A9" or "Paraphrase to Commerce, June 22, 1917, Form B9."
7. The form will then be initialed on the lower right-hand corner by the Chief of Bureau or the Trade Adviser and despatched to its destination.
8. The indorsement on the original paper will at the same time be initialed by the Chief of Bureau or Trade Adviser.
9. Care will be exercised by the heads of the three offices, in which the transmission of information is to be concentrated, to give precedence to communications of an urgent character which should have immediate attention.

The heads of the three offices concerned will be expected to work in such close relationship as will tend to promote uniformity of action and in any case where they may be doubtful in regard to the transmission of any communication it will be their duty to obtain specific instructions from the administrative officer having jurisdiction over the subject matter involved.

There is attached a tentative list of subjects now being dealt with by each division and bureau in a routine manner. It is desired that this list be followed strictly until amended or superseded by a new list. At the same time, each head of an office, division, or bureau is cordially invited to submit suggestions of subjects that may be added to or changes that may be made in the list, to the end that there may be evolved a complete and accurate list showing the distribution of the work of the Department among the various offices, divisions, and bureaus, not only for the immediate purpose of systematizing the handling of routine but also in order to bring about an equitable distribution of administrative responsibility.

This order does not apply to the work of the Counselor's office in charge of Mr. Harrison, to the Bureau of Citizenship, or to the Bureau of Accounts.

FRANK L. POLK,  
*Acting Secretary of State.*

*July 16, 1917.*

*List of Third Person Notes of Transmission.*

	<i>Number.</i>	<i>Letter.</i>		<i>Number</i>	<i>Letter.</i>
The White House.....	1	A B	The Civil Service Commission.....	13	A B
The Secretary of the Treasury.....	2	A B	The Interstate Commerce Commission.....	14	A B
The Secretary of War.....	3	A B	The United States Geographic Board.....	15	A B
The Attorney General.....	4	A B	The Isthmian Canal Commission.....	16	A B
The Postmaster General.....	5	A B	The Library of Congress.....	17	A B
The Secretary of the Navy.....	6	A B	The Tariff Board.....	18	A B
The Secretary of the Interior.....	7	A B	The Federal Reserve Board.....	19	A B
The Secretary of Agriculture.....	8	A B	The Federal Trade Commission.....	20	A B
The Secretary of Commerce.....	9	A B	The Committee on Public Information.....	21	A B
The Secretary of Labor.....	10	A B	The Council of National Defense.....	22	A B
The Government Printing Office.....	11	A B	The United States Shipping Board.....	23	A B
The Smithsonian Institution.....	12	A B	The Pan-American Union.....	24	A B



*Forms of third person letters.*

The Secretary of State presents his compliments to the Honorable the Secretary of the Treasury and has the honor to transmit the enclosed communication for consideration and such action as may be required.

2A

The Secretary of State presents his compliments to the Honorable the Secretary of the Treasury and has the honor to request an expression of his views upon the subject of the enclosed communication.

2B

*Subjects handled by the Consular Bureau.*

Anthrax.	Naturalization certificates.
Birth statistics (both from diplomatic and consular officers).	Navigation laws, violation of.
Call signals.	Pension vouchers.
Certificates for pension cases.	Plague.
Certification Consular invoices.	Publications. (Administrative.)
Coal storage for Navy.	Rare materials, production of.
Conscription.	Sale of Liberty Bonds.
Criminal records.	Section Six certificates.
Death of gunners.	Shipment of seamen.
Death reports. Estates.	Stranding of vessel.
Disinfection regulations.	Submarine activities.
Enlistment and commissions in U. S. Army.	Surveys of American vessels.
Estimates, Consular service.	Tea standards.
Hydrographic information (both from diplomatic and consular officers).	Tenders of service.
Immigration. (Administrative.)	Transfer of vessels.
Importation of goods manufactured by convict labor.	Transportation of passengers on American ships.
Invoicing of hair nets.	U. S. Commissioners of Deeds, Appointment.
Mail sent in care of consular officers.	War inventions.
Movements of vessels. (Correspondence from diplomatic and consular officers.)	Welfare and whereabouts.
	Wireless stations. (Administrative.)

*Subjects handled by Office of Foreign Trade Advisers.*

British statutory blacklist.	Import permits, foreign.
Cooperative societies.	Investment opportunities.
Commercial education.	Loan of the Spanish Government to Western Europe.
Cotton markets.	Manganese ore in Cuba.
Crop reports, draughts, etc.	Moving picture firms.
Customs regulations.	Municipal bathing establishments.
Employment of soldiers, after the war.	Shipbuilding.
Export control publications.	Trade opportunities.
Export permits, foreign.	Transit merchandise.
Harbor rules and regulations.	
Import and export tariffs, foreign and domestic.	

*Subjects handled by Division of Western European Affairs.*

Cable censorship.	Transportation of Austrian subjects.
Conduct of Germans at Bucharest.	Troops furnished by Portugal.
Educational work among invalid soldiers.	Welfare of employees.
Forwarding of letters, documents, etc.	Y. M. C. A. Work.
Mail for soldiers abroad.	

*Subjects handled by Diplomatic Bureau.*

Bolling to Squires.	Money-order lists.
Customs courtesies.	Pouch service.
Estimates diplomatic service.	Safe conducts.
Exchange publications.	Transfer of British V. C. at Manila. (See order.)
Immigration. (Nonadministrative; investment opportunities to Foreign Trade Advisers.)	





*Subjects handled by Bureau of Appointments.*

Tenders of service (from miscellaneous sources).

*Subjects handled by Near Eastern Division.*

List of Americans in Constantinople.

*Subjects handled by Third Assistant Secretary.*

Commissions, visit of to United States.  
Radiotelegraphic Commission.

*Subjects handled by Latin American Division.*

Expeditionary forces in Santo Domingo.  
Furnishing of troops by Panama.

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DEPARTMENTAL ORDER No. 85.

An extra carbon copy of all outgoing telegrams will be prepared hereafter by the respective divisions, bureaus, or offices of the Department, and plainly marked "For the Bureau of Foreign Intelligence."

These additional carbon copies will accompany the originals to the telegraph room and will be forwarded from there to the Division of Foreign Intelligence immediately upon despatch of the telegram.

FRANK L. POLK,  
*Acting Secretary of State.*

*October 1, 1917.*





### DEPARTMENTAL ORDER No. 91.

With a view to bringing about a more expeditious despatch of the outgoing mail it is directed that all officers and employees of the Department observe the following rules, which will place the handling of outgoing mail on a systematic basis:

1. Each piece of mail shall have attached to it when leaving the drafting office a tag indicating the offices in which it is to be initialed before going to Mr. Adee.

2. Officers receiving mail for initial shall initial it with as little delay as possible and send it on to the next initialing officer or Mr. Adee, as the case may be.

3. Mail shall be sent from the drafting office direct to the initialing officers BY MESSENGER, and thence, after initialing, BY MESSENGER, to Mr. Adee's office and NOT through the Index Bureau.

4. Mail for the Secretary's signature shall reach Mr. Adee before 3.30 p. m. The Secretary signs at 2 and 4 p. m. daily, and before noon on Saturday. The Counselor and Assistant Secretaries will sign at 12.30 and 4 p. m.

5. After signature all mail will go directly, as at present, to the mailing desk in the Index Bureau for mailing. (This does not apply to Consular mail, which will be returned to the Consular Bureau mailing desk).

For the Secretary of State:

*November 26, 1917.*

WILLIAM PHILLIPS,  
*Assistant Secretary.*



DEPARTMENTAL ORDER No. 94.

The signs heretofore designating the various offices, bureaus, and divisions of the Department are hereby abolished and from this date the following abbreviations will be substituted therefor:

S..... Secretary.  
C..... Counselor.  
    C-A..... Mr. Auchincloss.  
    C-H..... Mr. Harrison.  
LA..... Division of Latin American Affairs.  
Me..... Division of Mexican Affairs.  
TA..... Foreign Trade Adviser.  
    TA-L..... Mr. Lay (Trade Adviser).  
In..... Division of Foreign Intelligence.  
AT..... Adviser on Commercial Treaties.  
A..... Assistant Secretary.  
    A-G..... Mr. Grew (Western European).  
CC..... Chief Clerk.  
WE..... Division of Western European Affairs.  
NE..... Division of Near Eastern Affairs.  
    NE-M..... Mr. Miles (Russian Division).  
Tr..... Translator.  
2A..... Second Assistant Secretary.  
*PC* ~~CI~~..... Bureau of Citizenship.  
IB..... Index Bureau.  
Di..... Diplomatic Bureau.  
    Di-S..... Diplomatic Bureau, Stenographic Section.  
Li..... Bureau of Rolls and Library.  
3A..... Third Assistant Secretary.  
FE..... Division of Far Eastern Affairs.  
Ap..... Bureau of Appointments.  
Ac..... Bureau of Accounts.  
DC..... Director of the Consular Service.  
    Co..... Consular Bureau.  
So..... Solicitor.

ROBERT LANSING.

DEPARTMENT OF STATE,

*January 21, 1918.*



DEPARTMENTAL ORDER No. 93.

In order to conserve the time of the administrative officers of the Department in considering memoranda addressed to them by the various chiefs of bureaus and divisions, the following form will be observed in future in the preparation of memoranda:

To: (Officer to whom memorandum addressed.)

Subject: (Subject of which memorandum treats.)

Resumé: (Statement of two or three lines outlining the substance of the memorandum.)

(THE MEMORANDUM.)

FRANK L. POLK,

*Acting Secretary of State.*

DEPARTMENT OF STATE,

*January 21, 1918.*

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DEPARTMENTAL ORDER No. 96.

In order to secure uniformity in addressing the several independent Government Boards, or those which have been established in connection with the war activities (for instance, War Trade Board, Shipping Board, Council of National Defense, etc.), all communications to these organizations will be addressed in their respective names, and on a line beneath will be written, if necessary, "For attention of (giving the branch or subhead of the board)," as for instance:

Council of National Defense,

Attention of Commercial Economy Board.

ROBERT LANSING.

DEPARTMENT OF STATE,

*February 14, 1918.*



DEPARTMENT OF STATE,

*March 7, 1918.*

To the CHIEFS OF BUREAUS, DIVISIONS AND OFFICES, DEPARTMENT OF STATE.

GENTLEMEN:

In order to secure uniformity of practice throughout the Department in the manner of addressing telegrams to the various consuls, you are requested in the preparation of telegrams to adopt the address of "American Consul," followed by the name of the place and in parentheses the name of the country.

I am, Gentlemen, your obedient servant,

BEN G. DAVIS,

*Chief Clerk.*

CC

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DEPARTMENT OF STATE,

*March 19, 1918.*

ALL OFFICES AND BUREAUS PLEASE NOTE:

There has been an increasing practice in the Department, in writing to foreign Embassies and Legations, to say, "Your note has been referred to the War Trade Board," "Department of Labor," or "the Shipping Board," as the case may be; or, "the War Trade Board states in reply to your inquiry," etc., etc.

It is immaterial and not good form to mention what branch of the Government has handled a question. All that is necessary is to state the action taken or the conclusion reached, as, "The matter has been referred to the appropriate branch of this Government for attention", or, "After due consideration I beg to inform you that this Government," etc., etc.

A. A. ADEE.





DEPARTMENT OF STATE,

*Washington, April 4, 1918.*

To the CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES.

GENTLEMEN:

Your attention is called to the necessity of having all mail of a confidential nature or of major importance intended for despatch by diplomatic pouch to be so indicated on the envelope or wrapper of each piece and delivered to the mail room not later than 2.30 on the afternoon of the day preceding the day on which the pouch is to be despatched. Special attention should be given to the notices of dates of sailing furnished by the mail room.

P. F. ALLEN,

*Acting Chief Clerk.*

CC

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*April 5, 1918.*

To the CHIEFS OF DIVISIONS, BUREAUS AND OFFICES.

GENTLEMEN:

Your attention is urgently called to the Department's order of November 26, 1917, cautioning officers and employees of the Department against taking action on flimsy copies of incoming telegrams, which reads as follows:

"In order to insure proper action on all telegrams, officers and employees of the Department are cautioned against taking action on flimsy copies of incoming telegrams. For the purpose of obviating delay in the delivery of the "yellow" telegrams, the Index Bureau has instituted a fifteen-minute messenger service to all offices in the State Department building. It is therefore urgently requested that the rule of taking action on "yellow" telegrams only be strictly observed."

I am, Gentlemen,

You obedient servant,

P. F. ALLEN,

*Acting Chief Clerk.*



DEPARTMENT OF STATE,

*Washington, April 29th, 1918.*

The CHIEFS OF BUREAUS, DIVISIONS AND OFFICES,

DEPARTMENT OF STATE.

GENTLEMEN:

Mr. Adee informs me that he is frequently annoyed by finding errors in papers which have been copied for transmission with outgoing letters and feels, very properly, that it should not be necessary for him to read enclosures to be assured of their correctness.

In order to insure the comparing of outgoing copies and the fixing of responsibility for their correctness they will hereafter be stamped "Compared Copy" and initialed by the copyist or the comparer. Mr. Adee will not continue to pass enclosures of this nature unless they comply with the above instruction.

I am, Gentlemen,

Your obedient servant,

BEN G. DAVIS,

*Chief Clerk.*

CC

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DEPARTMENTAL ORDER No. 106.

In order to more readily direct incoming correspondence on a particular subject to the office of the Department which has been handling that subject, there will hereafter be noted on the upper left-hand corner of outgoing communications (excepting notes and instructions) immediately below the Department seal the words "In reply refer to," followed on a line below by the designation mark of the Bureau, Division, or Office and the file number of the correspondence, as for example,

"In reply refer to  
Co-125.0093/90"

Chiefs of bureaus, divisions, and offices will give the proper instructions for compliance with this order.

ROBERT LANSING.

DEPARTMENT OF STATE,

*May 21, 1918.*



DEPARTMENT OF STATE,

*May 22, 1918.*

The CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES,

DEPARTMENT OF STATE.

GENTLEMEN:

Your attention is invited to the standing rule of the Department that papers upon which action is complete shall be marked "File," followed by the initialing of the responsible officer or clerk. The Index Bureau has directions not to file a paper until so marked.

The cooperation of the several offices and bureaus is desired in order that this rule may be properly observed.

I am, Gentlemen,

Your obedient servant,

BEN G. DAVIS,

*Chief Clerk.*

Approved:

ALVEY A. ADEE.

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To the CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES,

DEPARTMENT OF STATE.

GENTLEMEN:

It frequently happens that important action is taken based upon telephone conversations of which the Department has no record or no confirmatory authority. In order to obviate a possibility of laxity in this respect, action based upon telephone conversations should be accompanied by a memorandum relative thereto and *must* be immediately followed by a confirmatory signed letter authorizing the action taken, for index and record.

I am, Gentlemen,

Your obedient servant,

WILLIAM PHILLIPS,

*Assistant Secretary.*

DEPARTMENT OF STATE,

*May 31, 1918.*





## DEPARTMENTAL ORDER No. 115.

The office in the Department of State now known as the Bureau of Citizenship shall be known hereafter as the DIVISION OF PASSPORT CONTROL. This Division shall continue to carry on the work heretofore carried on by the Bureau of Citizenship, including the examination of citizenship cases and the issuance of passports. In carrying on this work the Chief of the Division of Passport Control is authorized to divide the office force into such sections as he may deem necessary, and arrange the work accordingly.

When the Chief of the Division of Passport Control finds it impossible to read, approve, and initial correspondence concerning passports and citizenship matters, for signature by the administrative heads of the Department, because of its great volume, he may designate the Adviser in Citizenship Matters, consular officers temporarily detailed for duty in the Division, or other officials to do this work, provided the approval of the signing officers is obtained, but the officials referred to will forward to the Chief of the Division, for his approval and initialing, all cases of special importance. They will be expected to exercise care and discretion in this matter.

The office in the Division of Passport Control which administers the provisions of the Joint Order of the Department of State and the Department of Labor of July 26, 1917, and the Circular Instruction No. 535, of the same date, to Diplomatic and Consular Officers, relating to the Control of Aliens coming to the United States, shall be known as the VISA OFFICE.

The office in the Division of Passport Control which administers the work relating to the issuance of permits to aliens to leave the United States, under the provisions of the President's Proclamation and Executive Order of August 8, 1918, and the Confidential Instructions of the Secretary of State, approved by the President on the same date, shall be known as the FOREIGN PERMITS OFFICE.

The officials who are, or shall be, in charge of the Visa Office and the Foreign Permits Office of the Division of Passport Control will administer the work of those offices under the supervision of the Chief of the Division, and will consult with him in regard to all matters of special importance relating to the work of the offices mentioned. They will consult with him in regard to all changes in the personnel of their offices and all modifications of the rules and regulations. They will also refer to him, for signature or initialing, all letters, telegrams, and written instructions of special importance. Furthermore, they will be expected to inform the Chief of the Division in advance concerning all conferences of special importance with officials of other departments or offices or with other persons. They will keep memoranda of such conferences.

The Chief of the Division of Passport Control may authorize the Chief of the Visa Office and the Chief of the Foreign Permits Office to sign letters and telegrams of certain classes, but they will be expected to observe the rule of the Department that communications of special importance, including all communications, except those of a routine nature, addressed to members of Congress, shall be prepared for signature by the Secretary of State, the Counselor, the Assistant Secretary of State, the Second Assistant Secretary, the Third Assistant Secretary, or the Director of the Consular Service. The Chiefs of the offices mentioned, after initialing such communications, will send them to the Chief of the Division for initialing.

The Chief of the Division of Passport Control will be expected to consult with the Assistant Secretary of State concerning matters of special importance relating to the work of the Foreign Permits Office, and with the Director of the Consular Service concerning matters of special importance relating to the work of the Visa Office. He will refer to them, for signature or initialing, telegrams, letters, and other written communications relating to such matters.

An official will be designated by the Department to act as Assistant Chief of the Division of Passport Control, and such official will take the place of the Chief in his absence.

ROBERT LANSING,  
*Secretary of State.*

DEPARTMENT OF STATE,  
*August 13, 1918.*





DEPARTMENTAL ORDER No. 122.

1. An office to review and mail correspondence, to be known as the Correspondence Bureau, is hereby established. Miss M. M. Hanna is designated Chief of Bureau.
2. All outgoing mail and telegrams (except Consular mail on consular matters) shall be sent from the drafting officers, after being duly initialed, to the Correspondence Bureau for review before signature.
3. The mail will be carefully read in the Correspondence Bureau. Any doubt as to the policy involved shall be passed upon by the Second Assistant Secretary or other officer designated by the Secretary of State.
4. The Correspondence Bureau, consisting of the Chief and such other assistants and clerks as may be necessary, shall be a part of the office of the Second Assistant Secretary.
5. The Chief of the Correspondence Bureau is authorized to offer tentative suggestions in change of wording in the outgoing correspondence and to correct freely obvious errors of grammar, orthography, or form.
6. After the mail is signed it shall be returned to the Correspondence Bureau and will be promptly mailed therefrom. Mail for the Diplomatic Corps, departmental mail, and specially urgent local mail will be delivered by messenger. From the date of this order, therefore, all outgoing mail (except Consular mail) will be despatched from the Correspondence Bureau.
7. One extra carbon copy only shall be made of each outgoing mail communication. Such copies with signature duly stamped thereon shall be filed in the Correspondence Bureau. These files will enable an immediate answer to inquiries whether and when a paper has been signed and despatched. These carbon copies will be filed alphabetically for miscellaneous correspondence and by countries for diplomatic notes and instructions and are intended merely for temporary reference—not for permanent record. The usual blue index carbon copy will be sent, after certification by the Correspondence Bureau, to the Index Bureau for permanent index and filing. All offices, bureaus, and divisions will hereafter see that the extra copy mentioned above is attached to papers typed in their offices. The Citizenship and Consular Bureaus are excepted.
8. Instructions shall be dated in the office where typed as at present. Diplomatic notes and miscellaneous letters shall have the date left blank. The Despatch clerk in the Correspondence Bureau will make the necessary notation of date of mailing.
9. The office mark for the Correspondence Bureau will be 2A-C.

ROBERT LANSING,

*Secretary of State.*

DEPARTMENT OF STATE,

*October 7, 1918.*

























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